Instructions for Undergraduate Student Resources Reporting

Please complete the Undergraduate Student Resources Reporting (UGRR) form to request payment of a scholarship or any resource other than wages to a current undergraduate student.

Federal and State regulations and University Policies 4425 and 4440 require that any type of financial assistance (e.g., grants, scholarships, fellowships, stipends, fee awards, loans, etc.), especially awards, prizes, and scholarships funded from University controlled resources (i.e., funds appearing in the general ledger), be reported to the Office of Financial Aid and Scholarships for all UCSB students whether or not they receive financial aid. This information is used for the University’s Corporate Student Systems Report for UCOP.

Student Registration
Students are expected to be enrolled in a minimum of 6 units in order to receive an award payment. If you would like an award to pay for a student enrolled in less than 6 units, please request it by:
- Typing @ next to the student’s name; and
- Writing the comment: @ Please pay awards for students enrolled in less than 6 units.

Account and Ledger Information
Scholarships, fellowships and other student awards must be issued through a 78XXXX Account. Sub codes 0, 1 and 2 are invalid. An object code is required. Refer to the most current object code listing when selecting one.

Restricted Awards
Only use restricted awards when required by your funding source. Restricted awards can’t be used to pay balances on BARC, while unrestricted awards may be used to pay any BARC balance the student owes. Students generally prefer unrestricted awards that pay their bill automatically instead of receiving a check and still needing to pay an outstanding balance.

Quarter Total
The Quarter Total is the cumulative quarter total from the same resource. We use this to ensure that awards paid over multiple disbursements are disbursed correctly, and to identify potential duplicate requests.
- Example – You first award $200 for fall quarter – the quarter total is $200. A month later you report $100 for the same student, same award, same quarter – the quarter total is $300.

Authorization Signatures
Authorization signatures are required. UGRR forms with missing authorizations cannot be processed.

Processing Time
Payments typically take 7-10 business days, but may take longer for new awards being set up for the first time and during high volume periods, i.e. summer, leading up to fiscal close. Due to high demand in peak periods we recommend reporting by the following dates to ensure timely processing.
- For fiscal close processing – Submit UGRR by May 1st
- For processing by fall fee payment deadline – Submit UGRR by August 15th.

Disbursements
OFAS pays awards daily beginning 10 days before the first day of classes. BARC sends refunds to students twice per week. Students not meeting academic standards by OFAS or their college can’t receive disbursements. Contact OFAS if you are unsure if a student is currently eligible to receive the payment.

Graduate Student Resources
This process is for undergraduate students. Contact Graduate Division for payments to graduate students.

Undergraduate Research and Creative Activities Grant (URCA)
We understand that these grants are meant to pay expenses outside of the normal Cost of Attendance. In order to ensure student aid is not impacted, please include “URCA” in the Resource Title and submit all related documentation provided by the student as to the nature of the expenses.